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WAR FOOD ADMINISTRATION
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Finance Letter No. 19
Procedural Classification 524.2

CHANGES IN THE SUBMISSION OF STANDARD FORM 1095, SUMMARY STATEMENT
OF COLLECTIONS AND DISBURSEMENTS BY APPROPRIATION LIMITATIONS

For all regional and insular offices the due date for the monthly Summary Statement of Disbursements and Collections by Appropriation Limitations, (S. F. 1095) is extended to provide that the forms reach the Washington office the fifteenth of the month following the period of the report.

General Regulations 98 and 99 provide that the Schedule of Adjustments (S.F. 1081) will be used only in connection with Adjustment Vouchers (S.F. 1097) which are to be processed by a disbursing officer. These Schedules of Adjustment will be reported on Standard Form 1095 in the following manner;

The debit transaction will be included in the total disbursements for the applicable limitation and/or appropriation.

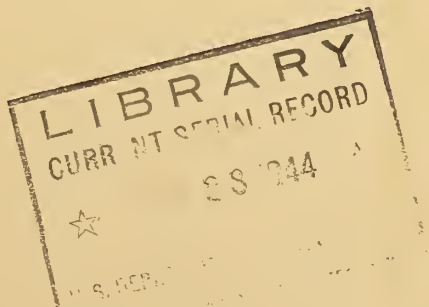
The credit transaction will be shown on the credit side of the 1095 on which disbursements for the particular appropriation appear.

Regional offices having a single disbursing symbol will report both disbursement and collection transactions for Special Deposit Symbols 12F5859, 12F5867 and 12F5875 on the disbursement, Standard Form 1095 instead of the collection, Standard Form 1095, as heretofore.

These changes will be effective with the Summary for the month of May, 1944.

Fund Accounting
Standard Forms
1095

B-452



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May 23, 1944

MANUAL CHANGES

Insert Finance Letter No. 19 524.2

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Chief Fiscal Officer